

**PUBLIC EDUCATION SUBMITTAL FORM**

The Maricopa Fire Department is dedicated to serving the general population and citizens of our Community through innovative educational activities and services. Our department personnel will attempt to provide this service to the best of our ability while keeping with and exceeding the standards of excellence related to emergency services we are sworn to provide. Dates, times and events are subject to interruptions or no shows due to emergency traffic, training or related activities.

ALL EVENTS MUST BE SCHEDULED A MINIMUM OF THREE WEEKS IN ADVANCE

DATE OF REQUEST: _____

NAME OF COMPANY OR INDIVIDUAL MAKING REQUEST: _____

CONTACT NAME(S): _____

CONTACT NUMBER(S): Office: _____ Cell: _____

E-MAIL _____

TYPE OF SERVICES/PUBLIC EDUCATION YOU ARE REQUESTING FROM THE FIRE DEPARTMENT:

☐ Station Tour ☐ School Visit ☐ Other

IF OTHER, PLEASE GIVE BRIEF DESCRIPTION: _____

DATE OF EVENT: _____ TIME OF EVENT: FROM _____ AM/PM TO _____ AM/PM

NUMBER OF PARTICIPANTS ATTENDING EVENT (estimate): ADULT _____ CHILD _____

(NOTE: Due to safety concerns, number of station tour participants cannot exceed 25)

AGE GROUP 1-3 4-8 9-15 16-20 21+

FOR MARICOPA FIRE PERSONEL USE ONLY

DATE REQUEST RECIEVED: _____ RECEIVED BY: _____ EVENT APPROVED: YES / NO

IF NO EXPLAIN: _____

ASSIGNED TO: SHIFT A B C BATTALION / CAPTIAN NOTIFIED VIA PHONE : _____ EMAIL _____

DATE NOTIFIED _____ ADDITIONAL _____

FOLLOW UP MADE TO: _____ DATE _____ TIME _____